

Sponsor Meeting 4

Date:	3 Jan 2017
Time:	5pm – 5.30pm
Venue:	SMU Library
Attendees:	Lim Yu Xiang Bendexter Tan Jun Rong Wang Jing Xuan Aaron Tay (LKS Library Liaison) Nursyeha Binte Yahaya (Librarian)
Absentees:	
Agenda:	Obtaining the dataset and signing of Library's NDA with Aaron

No.	Details	Action By	Due Date
1	Signing of NDA form	Aaron Tay	-
2	- Transferring of data set - Explanation of data variables and terms	Nursyeha	-

The meeting was adjourned at 5.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Agenda for next meeting

1. Signing of NDA (Practicum version)
2. Discussion of first phase and progress of project

Prepared by,
Bendexter Lim

Vetted and edited by,
Tan Jun Rong